



Pre-Event Checklist - Helpful Hints

Prior to deciding to proceed with an event, here are a number of areas you should be considered including:

- * **Why do you want to run an event?**
Fundraising, community gathering etc.
- * **What is the best time of year to host your event?**
Have you investigated what other events or markets are held around your proposed date?
- * **Do you know where you want to hold your event?**
A park, sporting ground, hall or private space.
- * **Do you know who manages the land where you want to host your event?**
Council, DEWLP, Parks Victoria, Otway Coast Committee or private land.
- * **Will there be an impact on the local community?**
Road closures, large numbers of people.
- * **How are you going to tell people about your event?**
Advertising in print, radio, social media, email.
- * **Have you looked into the type of insurance you may need?**
Public Liability, product liability, indemnity, workers compensation.
- * **Have you worked on a budget and know the costs?**
Venue hire, sound equipment, marquee hire, permit fees and catering.
- * **Have you got a number of people to assist you with your event?**
Through a community group, school or likeminded people.
- * **Have you planned enough time to develop your event?**
Permit requirements, developing plans, discussions with major authorities.
- * **Have you identified any risks that may be involved?**
Weather conditions, road closures, large numbers of people in one place.

If you are not sure about any of these points and wish to gain more information of running an event, please contact our Events Officer on 5232-9400.